

**REQUEST FOR QUALIFICATIONS
CONSTRUCTION MANAGEMENT SERVICES**
September 21, 2018
McHenry Community High School District 156

REQUEST FOR QUALIFICATIONS

Introduction

The Board of Education for McHenry Community High School District 156 (hereinafter referred to as "District") is soliciting Statements of Interest and Qualifications from qualified firms to provide comprehensive Construction Management Services *[to assist the School District in the planning (pre-construction), bidding, construction, close-out and occupancy of the planned improvements. The scope of the work is further outlined in Part IV – Project Information.]*

This RFQ is not an Invitation to Bid; responses will be evaluated on the basis of the relative merits of the Qualifications. There will be no public opening or reading or responses received by the School District pursuant to this request.

RFQ Submission

RFQ submissions are due by **Tuesday, October 9, 2018 at 12:00 p.m.** local time.

Please submit six (6) bound copies and one digital copy (pick the desired format via USB or email) to:

Dave Lawson, CFO/CSBO
McHenry Comm HS District 156
4716 W. Crystal Lake Road
McHenry, IL 60050

Qualifications must be enclosed in a sealed envelope (or other sealed container): the submission must clearly display "Request for Qualifications – Construction Management Services for the District and the respondent's name. Submittals should be prepared as standard 8-1/2" x 11" letter size.

The District will only accept written responses with an electronic copy on an electronic storage device. Timely delivery of submissions is the responsibility of the Respondent.

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Tentative District Schedule

RFQ Released	09/21/2018
RFQ Pre-Submission Meeting (3:00 p.m.)	10/02/2018
Last date to submit questions/clarifications (5:00 p.m.)	10/03/2018
RFQ Due to District (12:00 p.m.)	10/09/2018
RFQ Recommendation Committee Review	10/15-19/2018
RFQ Interview List Released	10/24/2018
Interview Process	10/29/2018-11/02/2018
Committee recommends firm for Board Approval	11/19/2018
Award by the Board of Education	11/19/2018

Respondents' Inquiries & Addenda

Questions regarding the bid should be directed to **Dave Lawson** who can be reached via email at lawsondave@dist156.org.

Any responses to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions. Oral and other interpretations or clarifications will be without legal effect.

General Information, Notifications and Purpose

a) Respondents are advised to carefully review all sections of this RFQ carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the submittal. Qualifications which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being nonresponsive.

b) Joint venture and cooperative qualifications may be considered, provided that their use is clearly indicated in the submitted qualifications.

General Terms and Conditions

The purpose of this Request for Qualification is to identify an experienced Construction Management Services firm with the best combination of qualifications, to develop the program efficiently and effectively with respect to process, quality control, safety, time and cost.

The District plans to use the interview process as a way to determine not only the preferred construction manager to work with, but also the preferred type of construction management delivery method - Construction Manager as Agent (CM/a) or Construction Manager as Constructor (CM/c).

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Construction Manager as Agent (CM/a) - The District will hold all the contracts, schedule risk, provide contract enforcement administration, process all pay requests/issue checks to trades and total control of all finances/allowances. (Fee for service)

Construction Manager at Risk (CM/c) - The CM will all hold the contracts with trade and subcontractors, and thus undertake the schedule risk, have greater finances/allowances once awarded, issue the checks/administer pay requests and will provide contract enforcement (Guaranteed Maximum Price or Stipulated Sum)

The District reserves the right to award contracts for various types projects to multiple or single respondents. The School District reserves the right to waive informalities and irregularities in the qualifications received. The School District reserves the right to terminate this RFQ at any stage and/or reissue a subsequent solicitation. The District will remedy or waive technical errors in the RFQ process as is in the best interest of the District.

The Respondent(s) whose submittal(s) is deemed to be the most qualified, advantageous and in the School District's best interests as determined by the selection committee may be submitted to the Board of Education for approval. The Board of Education may act to approve, reject or delay award of the contract based on the recommendation of the selection committee.

The School District reserves the right to contact any Respondent for clarification, additional interviews, negotiate or terminate negotiations if such is deemed desirable by the School District.

All proposals must comply with applicable Illinois law including the payment of prevailing wages by all contractors working on public work projects and Criminal Background Investigation, Proposals must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws. (The District may elect to allow a CM to bid the work. If so, they must comply with the prevailing wage act)

All costs associated with developing or submitting qualifications in response to this request, or to provide oral or written clarification of its content shall be borne by the respondent. School District assumes no responsibility for these costs. This RFQ does not commit the School District to pay any costs incurred in preparation for submission of a response or in anticipation of a contract.

This RFQ does not commit the School District to enter into a contract. The School District reserves the right to reject any/all submissions, award one contract, award multiple contracts, or delay award of contract(s) beyond the date specified, in response to this RFQ.

Project Information

The project is subject to approval of budgets and funding by the Board of Education. The Board may suspend the project at any stage up to and including following receipt of bids.

In November of 2018, the communities of which McHenry Community High School District 156 serves will be voting on a \$44 million referendum to fund the construction and renovation at both McHenry East and McHenry West High School in the District.

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A schematic diagram of the proposed 50,000 sq ft. addition to West Campus is included with this RFQ. Based on this approval, Wold | Ruck Pate (District Architect of Record) anticipates the Design Development Phase to be completed in the first quarter of 2019 and the Construction Document Phase to be complete by the end of April 2019. All improvement work is planned to be complete by August 2020 at McHenry West High School.

The Construction Manager chosen to partner with McHenry Community High School District 156 and Wold | Ruck Pate is requested to accept the proposed timing of the Improvement completion dates and the respective budgets established in the referendum. Collaboration is expected in refining the details of the schedule to attain the best value for the district, aligning the proposed scope of work with the available funds and developing a construction activity sequence which maintains safety and effective operations at each site.

See attached conceptual plan of McHenry West High School renovations and additions.

Selection Criteria and Process

The tentative date for the presentations (subject to change as may be required) is **the week of October 29, 2018 through November 2, 2018**. A reasonable inquiry for additional information may be conducted by the District as to respondents' past performance, financial stability, and ability to perform on schedule, within budget, and in a fashion which results in customer satisfaction with quality results.

The timing of the research may precede or follow the interview process as determined in the best interest of the District. Respondents are solely responsible to promptly supply additional information to the District in connection with such inquiries. The promptness, accuracy, and cooperation of respondents in responding to such inquiries may be grounds for determination of non-responsiveness as determined by the District.

A final evaluation of all the presenting Respondents will be made by the Selection Committee in order to determine the best qualified for the project.

The Selection Committee shall determine the selection of respondents for the interview process by reviewing the written qualifications of the respondents based on the responses to the RFQ. A "short list" will be developed. These firms will be invited to make a presentation before the Selection Committee.

The Selection Committee will be making a recommendation to the Board of Education on the chosen Respondent upon completion of the interview process. The Selection Committee may force rank the firms making the presentations to determine a

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Center Cass School District 66

recommendation or immediately reach a recommendation.

Recommendation by the Selection Committee will rely on a combination of the proposers response to the Submittal Requirements, the composition and qualifications of the proposer's staff for this project, the interview process and such other factors the Committee deems relevant.

The School District, following Board Approval, may then enter negotiations with the selected firm and ultimately execute a contract upon completion of negotiated contract terms and fees. The final contract terms and fees must be approved by the Board of Education.

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SCOPE OF CONSTRUCTION MANAGEMENT SERVICES

The construction manager's scope of work shall include, but not be limited to, the following list of services:

PRE-CONSTRUCTION PHASE SERVICES

Administration: The construction manager (CM) shall attend and participate in all design phase team meetings once hired. The CM shall prepare a site logistics and utilization plan for review by the Owner.

Estimating: The CM shall provide the following estimates:

- 100% Schematic Document
- 100% Design Development Document
- 50% & 75% Construction Documents

*Provide a sample work product of the estimate

Scheduling: Develop a detailed master project schedule immediately upon award. This schedule should be developed using a nationally recognized computerized scheduling program. The schedule will include all phases of the work: program development, design, bidding, Board approval of the contracts and all construction activities through close out of the project.

Provide a sample work product of the schedule.

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CONSTRUCTION PHASE SERVICES:

General Administration: Maintain a competent and sufficient number of full-time field staff to administer the work of the project, coordinate, and supervise the work. The CM shall conduct weekly meetings with the project team and all trade contractors and prepare and distribute meeting minutes for all parties. Throughout Construction activity, conduct MEP coordination meetings as necessary to facilitate effective placement of system components and avoid field conflicts.

Reporting/Communication: On a weekly basis prepare a detailed project report updating the Owner with cost, schedule, safety, quality and other pertinent project facts. Maintain a daily log of construction activities and photographic log of the projects' progress. On a weekly basis, hold an informational meeting with the user groups and other Owner personnel to provide with an overall update of the projects' progress. Develop and maintain computerized information management systems to monitor costs, requests for information, change order status, submittals and all other project information,

Project Accounting: On a monthly basis, gather all trade contractor and supplier invoices and summarize overall project billing in a format acceptable to the Owner. Process payment requests and collect waivers from trade contractors and suppliers. Review, negotiate and recommend action regarding all trade contractor change order requests prior to submission to architect and Owner for review. Continuously incorporate changes into the overall project budget to maintain an accurate estimate of total project costs. Obtain the required bonds and insurance certificates from all contractors and suppliers.

Requests for Information/Submittals: Review and forward to the architect and/or Owner all trade contractor requests for information and submittals. Maintain a date sensitive computerized log of all such documents indicating current status of each.

Permits/Inspections: Secure all necessary local, state and federal permits, inspections and certificates of occupancy for the new and renovated facilities.

Self-Performance: Describe any work that the CM intends to self-perform.

O & M Manuals/As-Built: Prepare and turn over all O & M manuals for all equipment to the Owner. Throughout the project maintain an accurate set of as-built documents for the Owner incorporating all aspects of the construction.

Training/Start Up: Coordinate equipment training for appropriate staff of the Owner to ensure smooth transition of building operation. Administer start up and testing of all equipment by manufacturer's representatives.

Warranty: Obtain appropriate guarantees and warranties from all applicable trade contractors and suppliers. Provide copies or same to Owner. Enforce provisions of warranties and guarantees with appropriate parties.

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**Submittal Requirements-Provided by the Construction
Manager Candidate**

Qualifications should include information regarding the proposer's experience and approach relating to the subsequent design and construction phases of the Project. RFQ submission must include the following:

Letter of Transmittal: A one-page Letter of Transmittal signed by an owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request. The letter must contain a commitment to provide both the services described herein and the personnel proposed for the assignment. The Letter of Transmittal should identify all addenda received by the Respondent. Joint Ventures require signatures from all firms participating in the Venture.

Executive Summary: The executive summary is intended to highlight the contents of the Proposal and to provide the School District evaluators with a broad understanding of the Respondent's technical approach and ability.

General Information:

- a. Name, address and telephone of firm including involvement in industry organizations
- b. Name and title of contact person
- c. Name of officers in firm and an organizational chart
- d. Brief history of firm
- e. Overview of specific qualifications and projects within the K-12 school market
- f. Names of school districts and descriptions of the work for long range facilities plans performed by your firm
- g. Names of school districts and descriptions of the work for long range maintenance plans performed by your firm
- h. Additional information that the Respondent feels is a unique qualification and is of direct benefit to the District.

Project Staffing: The education, training and qualifications of the proposed project staff including; Principal-in-Charge, Project Executive, Project Manager, and Construction Superintendent for this Project. Describe total experience in construction management of each of the proposed Project Team Members.

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Note separately projects performed by personnel while with another firm and/or organization. (Please note that each CM may vary the type and amount of staff assigned to the Project. Each CM will have to justify the inclusion or exclusion of staff for the project. The District must make a selection based on their unique needs and desires)

- a) Project Executive (minimum 10 years experience in K-12 Projects)
- b) Project Manager (minimum 5 years experience in K-12 Projects)
- c) Construction Superintendent (minimum 7 years experience in K-12 Projects)
- d) Assistant Superintendent (if Needed)
- e) Project Engineer (if needed)
- f) Administrative Staff
- g) Safety Personnel
- h) Any other assigned staff

Experience and References: Profile a minimum of 3 (three) educational clients and/or projects specifically related to our construction management needs that have been performed within recent years.

Provide a brief overview of other K-12 school districts your firm has worked with in the past five years that illustrates the depth, experience and service capabilities of your firm with K-12 school clients:

- a) Number of years the Firm has provided Construction Management Service for school projects.
- b) Number of projects of similar scope and type your firm has completed in the past five years.
- c) Project name, location and School District: Name, title, telephone number and email of School District contact
- d) Name, address, telephone number and email of project architect
- e) Project description including size in square feet, schedule, and services provided
- f) Describe your process for developing a construction phasing and staging approach for a project that illustrates the depth, experience and capabilities of your firm.
- g) Define your insurance coverage and bonding limits

List all Construction Management Projects that your firm is currently involved with, and the estimated value of each. Include state of completion and contact person.

List five (5) contractor references with whom your organization has worked with in the past twelve (12) months. Submit company name, contact person, and phone number.

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Supporting Data: Include any other supporting data which you feel will assist the District in evaluation of your firm.

Service

- a) Provide a brief overview of your firm including the number of years the firm has provided construction management services.
- b) Describe how you view and approach the role of District Construction Manager in partnering with the School District and Architect.
- c) Student Safety and Criminal Background Investigation. Discuss the firm's approach to site safety during the construction phase.
- d) Describe the firm's approach to developing bid packages, managing the bid process and awarding trade contracts. Approach to public bidding, understating and experience with public bidding law, bid review and negotiation.
- e) Describe the firm's plan for screening contractors who bid on the various portions of the job.
- f) Describe the firm's handling of "change orders" during construction.
- g) Describe the firm's handling of "cash allowances" included in the contractor's bid.
- h) Describe how you provide cost estimates including outlining the phases of the project and detail of the work. Discuss the approach to cost reduction at various points in the design, bidding, and construction process. Provide an example of proposed cost reduction developed on a recent project during the pre-construction phase.
- i) How does the firm maintain project schedules? Firm's approach in providing fast track or accelerated construction.
- j) Describe the firm's approach to integrating quality assurance during the pre-construction phase and maintaining quality assurance during the construction phase.
- k) Approach to sustainable construction methods. LEED Projects and LEED AP on staff.

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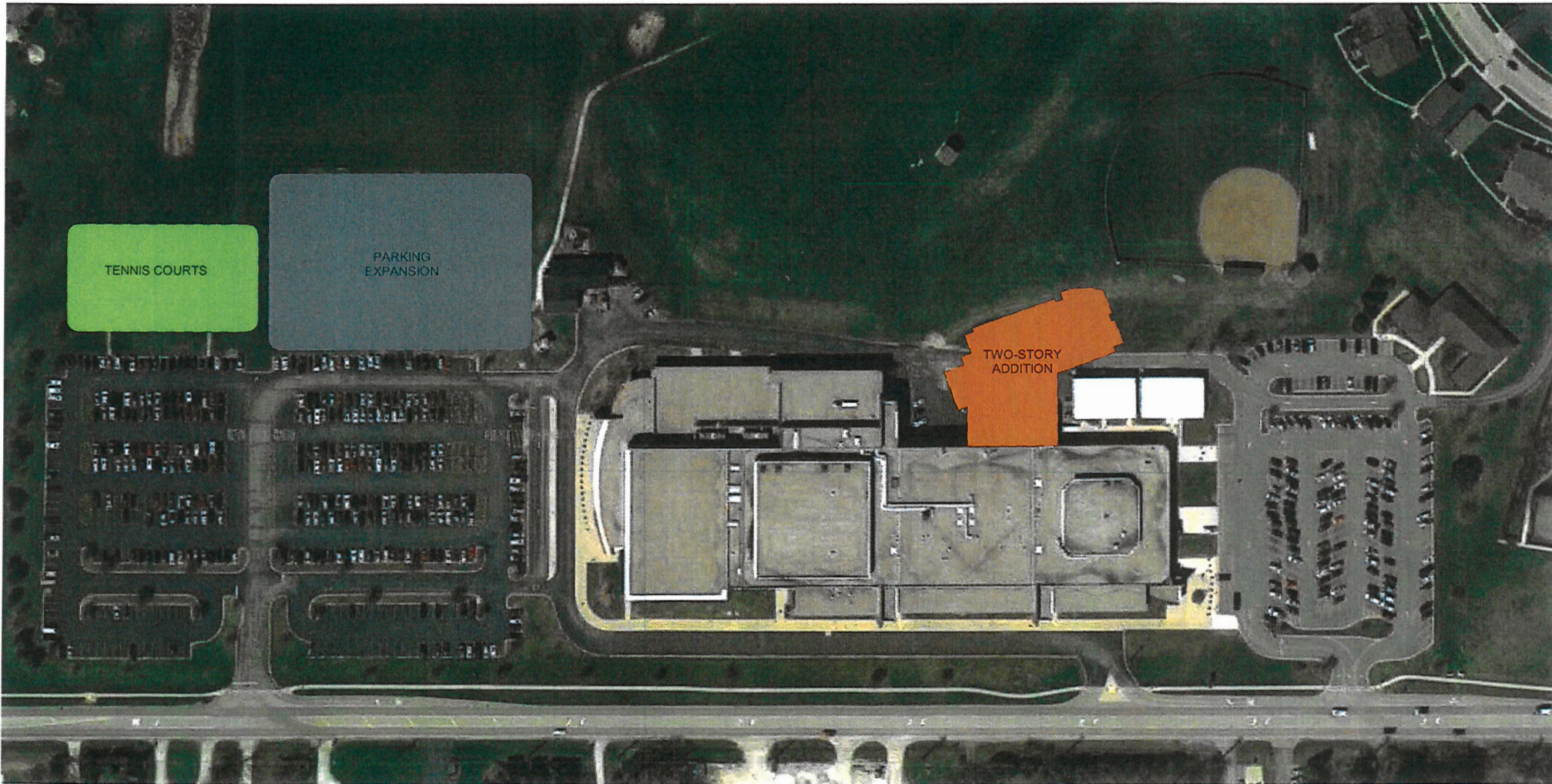
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Litigation: Litigation and Ethics Information: List any current or concluded litigation involving your company within the past three (3) years specifically including Client involvement. Describe your company's involvement in the matter and the outcome of the matter if concluded. Summarize all OSHA or other site safety violation notices issued in connection with projects on which your firm served as CM in the past five (5) years.

The Construction Manager shall describe their Services Fee Structure in detail

- a. Staff Hourly Rates-List all staff for project
- b. Typical General Conditions Cost Structure
- c. Professional Fee
- d. Insurance
- e. Bonding Rate
- f. Builders Risk Insurance
- g. Describe Allowances that may be included in trade packages for bidding.

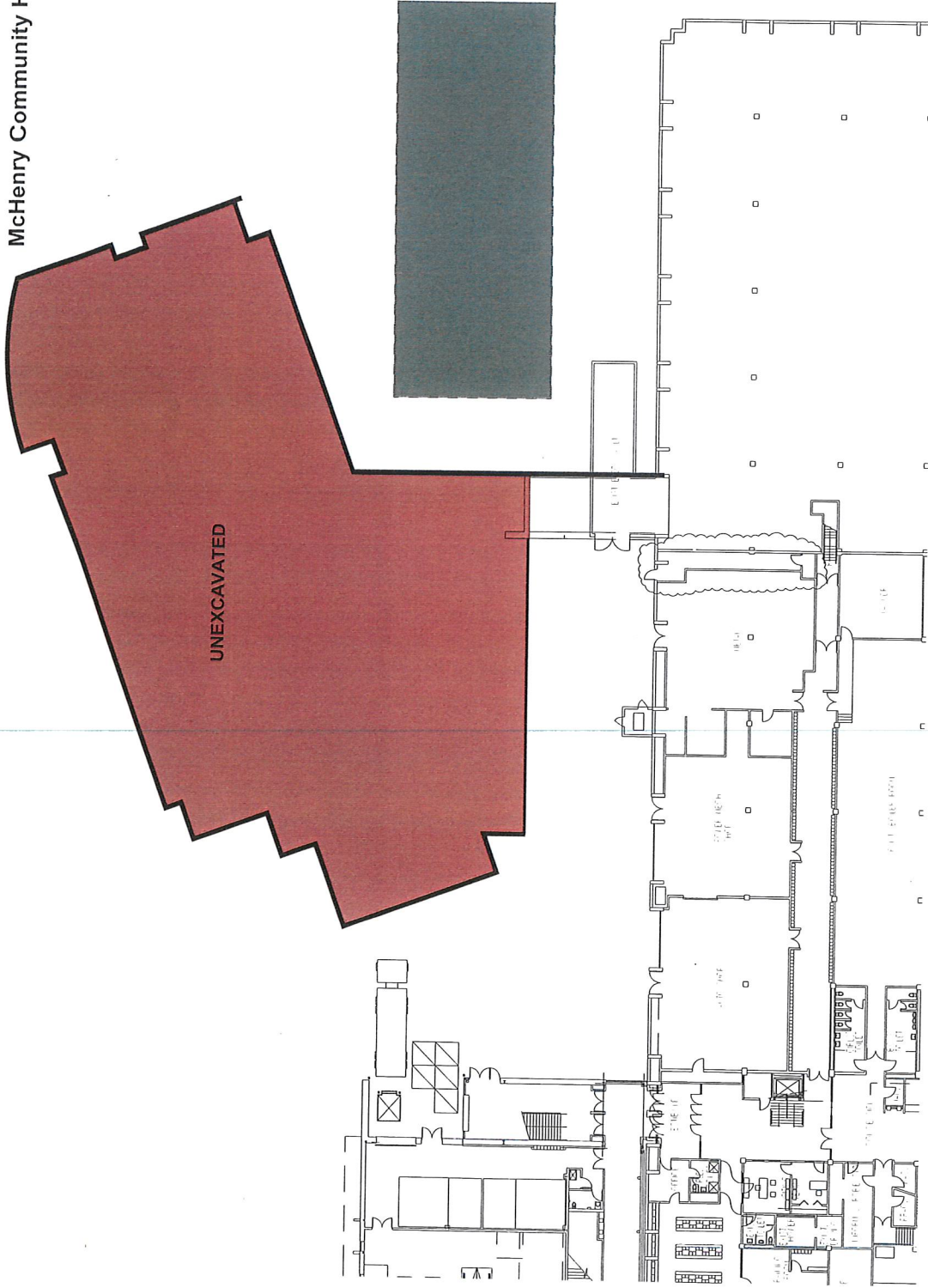


SITE OVERVIEW

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SITE-OVERVIEW

Comm No: 9999



CONCEPT DIAGRAM - LEVEL 1

PROJECT: McHenry Community High School District #156, West Campus
DESCRIPTION: Level 1, UG, Impervious (Copy to Owner folder building, include with project number and brief project description)
DATE: 09/10/2018
DRAWN BY: JAC/H

UG-LEVEL 1

Comm No: 9999



UG-LEVEL2

